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MEMORANDUM FOR: Acting Deputy Director for Administration
Director, National Foreign Assessment Center
Deputy Director for Science and Technology
Deputy Director for Operations
Administrative Officer, DCI

FROM: John F. Blake
Acting Deputy Director of Central Intelligence

SUBJECT: First Class Travel [REDACTED]

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1. In the context of the continuing emphasis of the Office of Management and Budget on minimizing use of first class accommodations for air travel, Agency regulations are currently being revised to further limit such use. More specifically the regulations are being changed:

- a. to limit the category of officers for whom purpose of travel is assumed without formal determination to warrant use of first class accommodations to Associate Deputy Directors and officers with the rank of Deputy Director level or above;
- b. to require specific citation to [REDACTED]
(a) (1), (2) or (3) as applicable when first class air travel is authorized or approved by a Deputy Director or single senior subordinate.

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2. For convenience of reference, the regulatory language stipulating the conditions under which a Deputy Director or single senior subordinate may authorize or approve first class accommodations for air travel is as follows:

"A Deputy Director or a single senior subordinate determines (1) that less than first class accommodations on flights abroad do not provide adequate standards of sanitation, health, or comfort; or (2) that the mission to be performed requires the use of first class accommodations; or (3) that the physical condition of the traveler requires the use of first class accommodations."

(EXECUTIVE REGISTRY FILE T-4.2.1)

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3. It is expected that Deputy Directors or the designated senior subordinates will authorize or approve use of first class accommodations for air travel on a case basis and that the use of blanket authorizations for this purpose will no longer be used. Inasmuch as there are outstanding blanket travel orders authorizing first class air travel, such travel orders for officers other than "Associate Deputy Directors and officers with the rank of Deputy Director level or above" are hereby revised effective this date to delete authorization for first class air travel. Each officer affected will be given a copy of this memorandum and an additional copy filed with the record copy of the travel order as a basis for documenting the deletion of the first class travel authorization.

4. I have requested the Director of Finance to compile a monthly report for the Deputy Director for Administration on the actual use of first class air accommodations for my review.

/s/John F. Blake

John F. Blake

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